



**State of Arizona  
Department of Education**

**Tom Horne  
Superintendent of  
Public Instruction**

**SPED 04-13**

**MEMORANDUM**

**Date:** March 25, 2004

**To:** **Directors of Special Education**  
Charter School Administrators  
Secure Care Facilities  
Private Residential Facilities  
County Superintendents  
**Arizona State School of the Deaf and Blind**

**From:** Exceptional Student Services  
Miriam Podrazik, CSPD Coordinator

**Re:** Mailing and Shipping Information for  
Recruiting Education Personnel  
CEC Annual Convention, April 14-17, 2003, Ernest N Morial Convention  
Center, New Orleans, Louisiana

The Department of Education, Exceptional Student Services will have a recruiting and information booth at the 2004 Council for Exceptional Children (CEC) Annual Convention to be held April 14-17, 2004 in New Orleans, Louisiana. This is the largest convention for recruiting personnel including education and related service professionals.

**You or someone with your agency replied to our personnel needs survey indicating that they would be sending brochures or other information to the conference. We are unable to take any materials from individual school districts, charter schools, and other educational facilities. However, if you would like to have brochures or other information about your school displayed, please use the label on the last page to send your items to the show site.**

**SHIPMENTS CANNOT ARRIVE TO THE SHOW SITE BEFORE Wednesday,  
April 14, 2003**

- Please plan your shipments accordingly to ensure a timely arrival
- All shipments must be sent prepaid.

Note that there will be an overcharge for special handling on material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space unloading, designated place unloading, and stacked shipments; Federal Express and UPS are include in this category due to their delivery procedures.

- Attach appropriate FREEMAN label, provided.

Thank you for your continued support. If you need further assistance, please call Billy Miller at 602-542-3183.

**F R E E M A N**

*Companies*

**R U S H**

**D O N O T D E L A Y**

**DEADLINE DATE: April 3, 2003**

**TO: Arizona Department of Education**

**C/O: THE FREEMAN COMPANIES**

**ERNEST N MORIAL CONVENTION CENTER**

**900 CONVENTION CENTER BLVD**

**NEW ORLEANS, LA 70130**

**SHOW SITE**

**EVENT:** COUNCIL FOR EXCEPTIONAL CHILDREN

**BOOTH No. 1329 No. \_\_\_\_\_ OF \_\_\_\_\_ PCS.**

**CARRIER:**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.